

**Salem State University**  
**RFI 2017-02 General Ledger System for Department of Finance and Business**  
**Addendum II**  
**Pre-Submittal Conference Minutes**  
**September 30, 2016**

**Salem State University Attendees:** Scott Stanton, Senior Director, Continuous Improvement, Finance; Joseph Donovan, Associate Vice President, Business Affairs; Evelyn Wilson, Director, Purchasing and Vendor Relations;

**1. Introduction**

All callers on the line were asked to identify themselves and specify where they were calling from as they joined the conference. Salem State attendees then introduced themselves to the vendors that were present in the conference call. Vendors were informed by Evelyn Wilson that the call was recorded and that any minutes from the call will be posted to COMMBUYS as well as the Salem State University website under the Purchasing Department's page. She also provided her email for anyone who would like to personally receive the minutes of the meeting as well.

**2. Overview**

Evelyn Wilson began the meeting with asking the callers if they had any questions or concerns that they would like to address with the Salem State University attendees.

**3. Timetable and selection of award**

**7. TIMETABLE**

Please note that this is an anticipated calendar and may be subject to change.

Release of RFI	September 22, 2016
Phone Conference	September 30, 2016, 1:30 P.M. EST Call in number 877-493-9553 Passcode 9007975 followed by the #
Questions Due	October 4, 2016
Answers Posted	October 7, 2016
Response Due Date	October 21, 2016

Responses to this RFI become the exclusive property of Salem State University.

#### 4. Pre-bid Conference Questions & Answers

- **Q: Is this a planning, information gathering process with the potential or eventuality of an RFP for these requirements?**
  - o A: This is more of an eventuality. We plan to move forward with an RFP after this process.
- **Q: And is that funding being secured for this fiscal year or next fiscal year?**
  - o A: So this would be for next fiscal year. Our fiscal year will begin in July of 2017 for fiscal year 18.
- **Q: There were questions related to budgeting. Is that a part of this or is this just for the areas covered here?**
  - o A: If you have a planning and budgeting application as part of the feature, please include it. The assumption is that there is a lot of after-market applications geared towards higher-ed that specialize in that. So if you feel that your application is superior to any other third party in that aspect, please point that out.
- **Q: Can you expand on the reconciliation of inventory question in section 7.5 of the Feature Inquiry section of the RFI?**
  - o A: I would think that would include some element of the purchase of the asset and any depreciation associated with it would be taken into account. We do have a depreciation software that we utilize for that purpose. The reconciliation would relate more to recording on the general ledger and tie it into whatever purchasing element is associated with that. So this deals with inventory of assets and less of actual supply inventory, we don't do that.
- **Q: Page 9 on accounts receivables, is your report by customer account that could be also related to the student?**
  - o A: Yes, that is what that is. It relates to the aging of student receivables.
- **Q: Is 3.1 on page 8 related to the interaction between the eventual/potential replacements for the HCM system covered previously?**
  - o A: The HR/CMS system is our payroll system that we use currently that is controlled by the Commonwealth of Massachusetts. That pays our personnel. The actual payment of individuals would take place on the HR/CMS system then we receive that as a feed from the system to then populate our general ledger.
- **Q: Is there technical contact for this RFI?**
  - o A: That would be Scott Stanton.
- **Q: Is there a preference of a deployment model?**
  - o A: Cloud is the preferred.
- **Q: After the RFI is over and there will be a RFP to follow up at some point. So are there any steps in between the RFI and RFP**
  - o A: After the RFI, the Finance and Business Exec. Team and the I.T.S Team will get together to review. Once we have all the information we feel we need to issue an RFP, we will release one then. At that time, demo's will be done and we can give you what we are specifically looking for then.

- **Q: Is there a prioritization of these categories listed in the RFI?**
  - o A: No, not really. They all are pretty much integrated so one aspect is not technically more important than another.
- **Q: That RFP would be on approval for funding for the next fiscal year correct?**
  - o A: Yes. These RFI's are also being used to identify the strong leaders in the category but it assists us in our request for funding because we can't just say "Hey we need a new GL system can we have money for it?" It doesn't work that way here so we have to be even more detailed in the RFP as well.